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11 September 1981

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Current Directorate of Administration Activities

1. Classes in the Off-Campus Program began on 8 September with registration totalling 324 individuals. This is the largest registration since 1976 when enrollment in the Program was tightened and the Office of Training and Education instituted the same screening as for other academic sponsorship under Title V. The estimated cost of the program for this semester is \$36,000. ☐ A9c5.2

2. ☐ Assistant Vice-Director for Collection Management, and COL ☐ Chief of Human Resources Division, DIA, were briefed at ☐ on 4 September. ☐ A9c5.2

3. The COS, ☐ has expressed appreciation for the work of the Language School's ☐ instructor during his TDY in August. In addition to performing operational duties, he did translations and tested Station personnel in ☐ He also lectured on lexicography and gave a talk entitled ☐ Language Teaching in the U.S." at the University of ☐ A9c5.2

4. A member of the Office of Security's Technical Security Division presented an audio threat briefing on 4 September to NSA's Senior Cryptologic Course. ☐ A9c6.1

5. The National Capital Planning Commission (NCPC) approved the preliminary site and building plans for the new addition to Building ☐ The NCPC is expected to grant final approval when the final drawings and plans are presented in December 1981. ☐

6. The General Services Administration has approved the delegation of authority to the CIA for operations and maintenance responsibility for Building ☐

7. The recently passed congressional law which reduces federal income tax withholdings will be reflected in salary checks issued for the biweekly pay period paid on 1 October and in four-week payroll salary checks paid on 15 October. Detailed revised salary withholding schedules will be available after the October 1981 comparability pay raise is approved. ☐ A9c5.2

Harry E. Fitzwater

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